**eTeacher Handbook**

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# eTeacher Responsibilities

* Ensure all video-conferencing (VC) equipment is functioning correctly.
* Be confident to carry out minor trouble-shooting on VC equipment (Asnet helpdesk (VC equipment) 0800 765 9266. Schoolzone helpdesk (Network problems) 0800 755 966 Option 3. For faults choose option 4).
* Develop sound pedagogical practices relating to distance education and teaching in an eLearning environment.
* Ensure the course is developed in a form suitable for eLearning. eTeachers need to be well organised and must be aware of the unique communication requirements of eLearning using VC.
* Check email on a daily basis and communicate with students regularly.
* Ensure course outlines, standards to be tested and assessment policies are updated regularly and sent to students and their support teacher or posted on the online class site.
* Mark student work and return it in a timely fashion (varies from subject to subject).
* Ensure that all eStudents have the correct course materials (textbook, practical work resources). It is the responsibility of the eStudent’s school to provide these.
* Check to ensure that all student work is received by due dates (by post, email and attachments or submitted onto the online class site).
* Establish contact with the eStudents’ VC coordinator so that academic issues can be reported and dealt with should the need arise.
* Inform the eStudents’ VC coordinator where there are problems with behaviour in class or the non-submission of work.
* Inform the eStudents Principal’s Nominee (PN), in writing or by email, of the standards that eStudents need to be registered for on the NQF framework. Grades for internal assessments, similarly, need to be forwarded, in writing or by email, to the PN for data entry into the schools SMS.
* Request written confirmation from the eStudents’ PN regarding internal grades entered into the SMS and reported to NZQA to ensure grades reported are the grades recorded by the eTeacher.
* The eTeacher is responsible for NZQA Moderation. The eSchool class provides the samples. N.B. the delivery school is the eStudent’s ‘External Provider’ for NCEA.
* Prepare reports on students as indicated in the reporting procedure
* The appraisal of an eTeacher (online teaching component) is the responsibility of the ePrincipal and is aligned & communicated to the eteachers home school.
* Attend TaraNet staff meetings at least one a term. Attend TaraNet eCampus hui (Term One) and other PD as required. Give collegial support to other eTeachers
* Keep in regular contact with ePrincipal via email, VC or phone.

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| **Key Dates**  **eHui**  **VC Staff Meetings**    **All VC meetings** will be 0600 Bridge  #pin |  |  | | | | | 2010 Year Overview | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Term 1** |  | | | | |  | | | |  | | | |  | | | |  | | |  | | |  | | | |  | | | | |  | | |  | | |  |
|  | **Week 1** | | **Week 2** | | | | | **Week 3** | | | | **Week 4** | | | | **Week 5** | | | | **Week 6** | | | **Week 7** | | | | **Week 8** | | | | **Week 9** | | |  | | |  | | |  |
|  | 1 Feb  5 Feb | | 8 Feb  12 Feb | | | | | 15 Feb  19 Feb | | | | 22 Feb  26 Feb | | | | 1 March  5 March | | | | 8 March  12 March | | | 15 March  19 March | | | | 22 March  26 March | | | | 19 March  2 April | | |  | | |  | | |  |
|  |  | Confirm enrolments | | All VC classes commence | | | | |  | | | |  | | | |  | | | |  | | |  | | | |  | | | |  | | |  | | |  | | |  |
|  | **Term 2** |  | | | | |  | | | |  | | | |  | | | |  | | |  | | |  | | | |  | | | | |  | | |  | | |  |
|  | **Week 1** | | | **Week 2** | | | | | **Week 3** | | | | **Week 4** | | | | **Week 5** | | | | **Week 6** | | | **Week 7** | | | | **Week 8** | | | | **Week 9** | | | **Week 10** | | | **Week 11** | |  |
|  | 19 April  23 April | | | 26 April  30 April | | | | | 3 May  7 May | | | | 10 May  14 May | | | | 17 May  21 May | | | | 24 May  28 May | | | 31 May  4 June | | | | 7 June  11 June | | | | 14 June  18 June | | | 21 June  25 June | | | 28 June  2 July | |  |
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|  | **Term 3** |  | | | | |  | | | |  | | | |  | | | |  | | |  | | |  | | | |  | | | | |  | | |  | | |  |
|  | **Week 1** | | | | **Week 2** | | | | | **Week 3** | | | | **Week 4** | | | | **Week 5** | | | | **Week 6** | | | | **Week 7** | | | | **Week 8** | | | **Week 9** | | | **Week 10** | | |  |  |
|  | 19 July  23 July | | | | 26 July  30 July | | | | | 2 August  6 August | | | | 9 August  13 August | | | | 16 August  20 August | | | | 23 August  27 August | | | | 30 August  3 Sept | | | | 6 Sept  10 Sept | | | 13 Sept  17 Sept | | | 20 Sept  24 Sept | | |  |  |
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|  |  | **Term 4** | | | |  | | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | |  | | |  | | |  |  |
|  |  | **Week 1** | | | | **Week 2** | | | | | **Week 3** | | | | **Week 4** | | | | **Week 5** | | | | **Week 6** | | | | **Week 7** | | | | **Week 8** | | | **Week 9** | | | **Week 10** | | |  |  |
|  |  | 12 Oct  16 Oct | | | | 19 Oct  23 Oct | | | | | 26 Oct  30 Oct | | | | 2 Nov  6 Nov | | | | 9 Nov  13 Nov | | | | 16 Nov  20 Nov | | | | 23 Nov  27 Nov | | | | 30 Nov  4 Dec | | | 7 Dec  11 Dec | | | 14 Dec  17 Dec | | |  |  |
|  |  |  | | | |  | | | | |  | | | |  | | | | VC Classes finish | | | |  | | | |  | | | |  | | |  | | |  | | |  |  |

eTeacher Key Tasks

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| **Beginning of Year**   * Confirm with ePrincipal VC time/s * Put important cluster dates into your diary/calendar/planner * Confirm enrolments * Welcome students by email & online class site * Ensure course outline, overview & first tasks are available to students * Gather contact information from students * Establish communication with students VC Coordinator * Start attendance register – monitor closely first month & feedback irregular or non-attendance to ePrincipal/Students’ VC Coordinator * Monitor participation online to ensure students have accessed their online class site. Feedback to students & their VC coordinator until they are accessing the site. Ongoing problems – contact ePrincipal.     **Throughout the Year**   * Continue to record & monitor attendance – feedback to VC coordinator absences * Continue to monitor participation in online classroom – feedback to VC coordinator non-participation in class * Ongoing problems with the above – contact ePrincipal * Schedule extra tutorial sessions, or face to face visits if necessary * Keep up to date with reporting schedule as outlined in cluster calendar or as requested by students’ school   **End of Year**   * Liaise with students’ PN to ensure that they have been entered in external standards & any other NZQA requirements are met. * Ensure that all internal grades have been verified with students and entered by the students PN. | **Notes** |
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| **Student Contact Information** | | | | | | |
| **Name** | **eMail** | **Cell Phone** | **Home Address** | **Home Phone** | **Internet @ Home?** | **Skype/IM** |
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| **School Information** | | | | | |
| School | VC Coordinator | eMail | Phone | Fax | Address |
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| **Important Information** | |
| Virtual Learning Network | [www.virtuallearning.school.nz](http://www.virtuallearning.school.nz) |
| Log on & Password |  |
| Cluster Website |  |
| Log on & Password |  |
| Tandberg Content Server | <http://tandberg.wlg.co.nz/tcs/> |
| Log on & Password |  |
| Asnet Help Desk | [vcsupport@asnettechnologies.co.nz](mailto:vcsupport@asnettechnologies.co.nz)  08007659266 extn 2 |
| Adobe Connect | <http://www.v6.breezeserver.co.nz/> |
| Log on & Password | Contact Eddie [eddie.reisch@minedu.govt.nz](mailto:eddie.reisch@minedu.govt.nz) |
| Other info: |  |
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# Attendance Register for

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| Student Name | School | Wk 1 | Wk 2 | Wk 3 | Wk 4 | Wk 5 | Wk 6 | Wk 7 | Wk 8 | Wk 9 | Wk 10 | Term 1 Total | Term 2 Total | Term 3 Total | Term 4 Total |
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Declaration of Assessment Procedure

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School

Date

This is to confirm that the enclosed assessment/s were completed under the required assessment procedures and supervised by:

Name of Supervisor Signature of Supervisor

Designation of Supervisor

I declare that the assessment sent in is the work of the following named student/s

This assessment is for Achievement Standard/Unit Standard #